

**DRUG COURT
CASE SPECIALIST I
Location: Daviess County**

Position Purpose

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

Examples of Duties

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with court orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a judge to report on participants' progress
- May provide training concerning specific treatment resources
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- Other duties as assigned

Minimum Qualifications

Education/Certification: 4 year college degree in a human services field.

Required Knowledge: Knowledge of criminal justice system, mental health, and related community resources.

Experience Required: None; experience will substitute for education 1:1.

Skills/Abilities: Basic computer skills

Good organizational skills

Communication skills

Department: Drug Court

Job Code: 706

Tenured: No

Position Grade: 7

Entry Level Salary: \$ 1,955 monthly

Revised: 2/06

Full Time Position with State Benefits

The Court of Justice Personnel Policies Section 6.03(2) prohibits the hiring of retired state government employees

Deadline: Court of Justice Applications must be received by close of business or postmarked by **August 17, 2006**, and should be submitted to:

AOC Personnel Department
Administrative Office of the Court
100 Millcreek Park
Frankfort, Kentucky 40601

Equal Opportunity Employer